

# **RVUTA Standing Rules**

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*Standing Rules are the day-to-day rules by which the organization runs its meetings and business. They should be easily changed in order to adapt to changing conditions and policy (example: simple majority vote of the Rep Council)*

## **1. Member Concerns & Communication**

- A. All RVUTA/CTA communication will be conducted through private email.
- B. Site Reps are the first point of contact for member questions and concerns. If a site rep cannot answer questions/resolve issues on their own, the site rep will contact a member of the exec board directly for assistance.
- C. If a member concern is not related to a contract issue/violation, the site rep and president will coordinate a meeting with Human Resources/Management to discuss the issue. The Site Rep will attend the meeting with the member(s) as the RVUTA representative unless special circumstances require additional representation.
- D. There will be one General Meeting held per trimester during each calendar year. Any member may attend a rep council meeting as an observer only. Members may not participate in any official rep council business (i.e. voting) while attending as an observer.

## **2. Rep Council Meetings**

- A. Rep Council Meeting will be held on the 3rd Tuesday of the month following the monthly district board meeting and RVUTA negotiation session.
- B. An electronic agenda will be sent to all Site Reps at least 48 hours prior to the meeting.
- C. Site Reps will be given the opportunity to report common concerns/issues from their site at the monthly Rep Council meeting.
- D. All site concerns and related discussion will be reported in the approved minutes for that meeting.

## **3. Executive Board Meetings**

- A. As outlined in the bylaws, the Executive Board consists of the President, Vice President, Secretary, and Treasurer and are the executive decision-making team of the unit.
- B. The exec board will meet in closed session as needed to discuss and make decisions regarding negotiations, grievances, complaints, legal issues, sick leave bank and individual issues.
- C. Exec Board meetings may be conducted electronically if all four members are included on email/phone/video conferences.

- D. The Secretary will take official notes of these meetings and they will be kept on file with all RVUTA official documents.
- E. Any official voting/decision making done by the exec board will be officially reported at the next monthly Site Rep Council meeting.

#### 4. District Board Meetings

- A. The RVUTA president will attend the monthly district board meeting and be responsible for addressing the board with comments and concerns from the unit during the designated agenda time allotted for RVUTA comments.
- B. Each month the RVUTA members of one school site will attend the district board meeting to represent our union. Site Reps will sign up for their site’s board meeting attendance date at the beginning of each calendar year.

#### 5. Stipends

- A. Stipends are based on job title and official meeting attendance.
- B. Stipends will be paid one time at the last rep council meeting of the year.
- C. All members receiving a stipend are considered an independent contractor. A 1099 form will be issued in January according to the IRS rules/regulations for those paid \$600 or more total for the year.
- D. The stipends for the Exec Board officers, Negotiations team, and Rep Council members are as follows:

POSITION/TITLE	STIPEND
President	\$4000
Vice President	\$1000
Secretary	\$1000
Treasurer	\$1000
Site Rep	\$250
Lead Negotiator	\$4000
Negotiator	\$1000
Social Media Director	\$250
Web Design/Maintenance	\$250
Grievance Chair	\$250
Elections Chair	\$250
Membership Chair	\$250
PAC (Political Action Committee)	\$250

*Stipend increases voted upon and approved unanimously by Representative Council 1/20/21*

- E. One absence from a required meeting will be excused without deduction from annual stipends. A proportional percentage will be deducted for each absence beyond that for all required meetings without advanced notice and approval by the exec board.

## 6. Reimbursements

- A. No Transportation reimbursement will be issued except for plane tickets.
  - 1. Coach seats only. Seat upgrades must be paid for by member.
  - 2. A member who is required to travel but medically cannot fly, may be reimbursed for mileage.
    - 1. Must submit a doctor's note and provide relevant addresses
    - 2. Reimbursed based on IRS Standard Mileage Rates  
<https://www.ifebp.org/news/regulatoryupdates/Pages/2019-irs-mileage-rates.aspx>
- B. Hotel Room - half will be reimbursed (up to \$150 per night)
  - 3. Itemized receipt must be submitted
  - 4. Will not be reimbursed for extra costs (i.e. room service, laundry, pay-per-view...)
  - 5. No meal reimbursements
  - 6. No member on the bank account will write a blank check, or pay someone prior to an expense being made
  - 7. Reimbursements will only be given upon request with presentation of receipts.

## 7. Ratification Procedures

- A. Agreements reached between the Bargaining Team and the School Board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership, unless such ratification shall have been specifically waived or otherwise delegated by the membership of that unit(s).
- B. Within ten (10) working days of finalizing a tentative agreement, the President and Bargaining Team Chair shall cause a complete copy of the tentative agreement to be distributed to the membership.
- C. Within fifteen (15) working days of finalizing a tentative agreement, but no sooner than the distribution of the complete copy of the tentative agreement, the President shall convene a general membership meeting of the appropriate bargaining unit(s) to discuss the tentative agreement.
- D. Ratification of the tentative agreement shall be by secret ballot election held at the sites and conducted by the Representative Council and Elections Committee at times and dates established by the Executive Board but no later than ten (10) working days after the general membership meeting.
- E. The ratification ballot shall provide two choices: "Yes, I ratify the tentative agreement reached on [date]" and "No, I reject the tentative agreement reached on

[date] and authorize the Executive Board to initiate concerted activities up to and including a strike.”

## **8. Grievance Processing (Employee Related)**

All unit members, whether a member of the Association or not, have equal access to, and rights to, Association resources and assistance in the prosecution of any action the unit member may bring forward pursuant to the provisions of the grievance procedure provided in the employment agreement between the Association and the District.

The Grievance Committee shall regularly review and evaluate the grievance policies and procedures of the Association and make recommendations to the Representative Council for revisions as needed.

No grievance shall be submitted to arbitration unless doing so has been authorized by the Executive Board that shall use the following criteria in reaching a decision:

- A. Does the Association have credible evidence and arguments to support its position?
- B. Is there a reasonable chance of winning the case?
- C. Is the cost worth the economic and political gains sought?
- D. Is it incidental or precedent setting?
- E. Does the Association have the resources to see it through?
- F. Are serious political considerations involved?
- G. Will the grievance achieve the goal sought?
- H. Will a victory deter the employer from similar adverse actions in the future?
- I. Will a victory help resolve problems or merely stimulate new grievances by other employees?
- J. Have all procedural steps been followed properly?

Any grievant or member of a class or group of grievant(s) who disagrees with the decision of the Executive Board not to press a grievance to arbitration, may appeal the decision to the Representative Council.

## **9. Complaint Processing (Internal)**

- A. Any member of the Association may bring a complaint against the Association for good cause by submitting a written complaint to the President that shall include:
  - 1. The name of the complainant or complainants;
  - 2. A clear statement of the complaint;
  - 3. A detailed statement of the facts which give rise to good cause; and,
  - 4. A clear statement of the action sought as relief.

- B. The President or designee shall meet with the complainant(s) in an Informal effort to resolve the complaint.
- C. If the complainant(s) are not satisfied by the informal effort to resolve the complaint, the complainant(s) may, by written application to the President, appeal the complaint to the Executive Board. The Executive Board shall review the written complaint; investigate the allegations contained within, and render a written decision, which the President shall cause to be delivered to the complainant(s). Upon written application to the President, the complainant(s) shall be allowed to address the Executive Board as part of the Executive Board's investigation.
- D. If the complainant(s) are dissatisfied with the decision of the Executive Board, the complainant(s) may appeal to the Representative Council by submitting a written appeal to the President of the Association. The Representative Council shall review the written complaint, investigate the allegations contained within, and render a written decision that the President shall cause to be delivered to the complainant(s). Upon written application to the President, the complainant(s) shall be allowed to address the Representative Council as part of the Representative Council's investigation.
- E. No resolution reached or granted at any level may violate any rules or regulations of the Association or its affiliates, CTA and NEA, unless said rules or regulations are waived by the appropriate legislative body.

## **10. Endorsement Process**

The Association shall have two classifications of endorsement: Friendly Incumbent endorsement and Regular endorsement. The regular endorsement shall apply to non-incumbents and incumbents who do not receive a Friendly Incumbent endorsement. It is in the interest of the Association to identify and endorse candidates for office, such as school board, early as possible.

### **Recommendation of Friendly Incumbent:**

- A. The Association, when making an endorsement of an incumbent shall consider the incumbent's performance based on the following criteria:
  - 1. Listens to the needs of the Association members and responds to those needs;
  - 2. Shares concerns with the Association and members about meeting the educational needs of the public schools;
  - 3. Demonstrates support for improvement in the instructional program; and
  - 4. Attempts to give leadership to resolve problems fairly and productively.
- B. The Association Executive Board or PAC Committee may recommend a Friendly Incumbent recommendation to the Representative Council for action. An interview shall not be required for a Friendly Incumbent recommendation.

## Recommendation Procedures for other than Friendly Incumbent:

- A. The President shall appoint an Association interview team made up of the Association PAC Chairperson and at least two Association members.
- B. The Association PAC Committee shall develop a candidate questionnaire which shall be approved by the Association Representative Council prior to its use.
- C. The Association PAC Chairperson shall email a copy of the questionnaire and a letter of explanation of the interview procedures to all declared candidates.
- D. This interview team shall conduct the candidate interviews.
- E. All declared candidates must be given an opportunity to interview with the interview team. However, no candidate may interview if the candidate has not completed and returned the candidate questionnaire.
- F. The interview team shall establish a rating matrix which shall be consistent for all candidates.
- G. After interviewing all candidates who qualify, the interview team shall make a recommendation to the Association Representative Council of “recommended”, “not recommended”, or “neutral” for each candidate. The Association Representative Council shall make the final decision.

## **11. Miscellaneous**

- A. All resignations have to be submitted in writing.